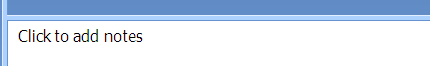
Open PowerPoint and start a new presentation. Save it in your Dropbox folder with the name **Dress for Success First Presentation**.

**Exercise 1: Look at the Areas of the PowerPoint Window**

Open PowerPoint. PowerPoint opens in its default view, called Normal view. There are several panes in this view. There's the main slide pane in the middle, where you add text and other content to the slide. Its placeholders have default text, such as **Click to add title**, which disappears when you type.

On the left, you see the area with the single slide thumbnail in it at the top. This is the **Slides** tab, where you can see a list of all the slides in your slideshow.

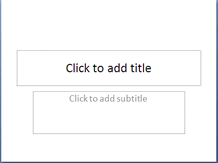
At the bottom of the window you see the notes pane, which has the default text **Click to add notes**.



**Exercise 2: Type Text**

**Title Slide/Slide 1**

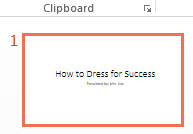
Make sure the **Slides** tab is the one that's on top in the left of the window. On this tab, you see one slide thumbnail, and it's selected. This single slide, always added by default to a new presentation, is a **title slide**. It has areas for a title and subtitle. It's ready for editing in the main slide pane in the center.



Start by typing a title and subtitle: On the slide, click in the top text area (the title placeholder), which has a dashed border and the text **Click to add title**. The text disappears. In the title placeholder, type How to Dress for Success .

Click in the placeholder below this one (or press CTRL+ENTER on the keyboard to get to the next placeholder), and type a subtitle. For this exercise, you'll type **Presented By**.

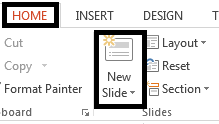
Look at the slide thumbnail on the **Slides** tab, on the left side of the window. While the text there is small, you can see that text has been typed on the slide, something like this:



**Exercise 3: Add New Slides**

In this exercise you'll add a slide and see the default slide layout for it. Then you'll add a slide and choose the layout yourself first. After that, you will learn another way to insert a slide and learn how to change a layout.

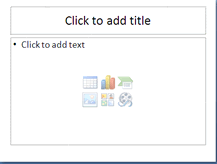
**Slide 2**

The slide that's in the show is a title slide; its Title Slide layout includes a title placeholder and a subtitle placeholder, as you saw. When you add a new slide, PowerPoint uses a different default slide layout that's geared for the main slides in the show.

On the Ribbon with the Home tab selected, in the **Slides** group, look for the **New Slide** button and click it at the top , not on the arrow.

A new slide is added below the title slide. It becomes the selected slide on the **Slides** tab, so you see its large version in the slide pane.

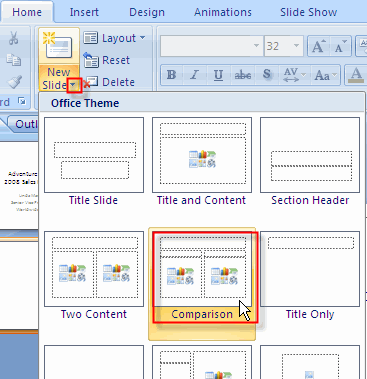
The new slide (slide 2) has the layout you saw in the lesson: a title placeholder plus a big placeholder that has both text and a bunch of icons, and that supports a whole range of content. This layout is what PowerPoint adds by default for a slide following the title slide.



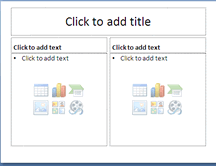
**Slide 3**

Now add a slide and choose the layout yourself. On the Ribbon, in the **Slides** group, click the arrow next to **New Slide **. You see a gallery of layouts for the new slide, with the **Title Slide** and **Title and Content** layouts being the first two. The latter is the default layout that's on your current slide.

Study the layouts for a minute to see what's there. Click the **Comparison** layout.



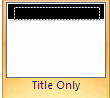
The new slide has this layout, which has two content placeholders that you can use for text or non-text items. Each has a placeholder above it where you'd put heading-type text.



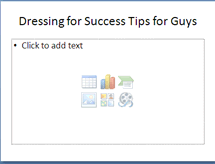
**Slide 4**

Insert a new slide another way. Select the third slide on your slides tab and press ENTER. You get a fourth slide. Note that this one inherits the slide layout of the slide that precedes it.

Now change the layout of the slide you just inserted. Right-click the slide 4 thumbnail in the **Slides** tab, point to **Layout** on the menu, and click the **Title only**layout.



Slide 4 now has the Content with Caption layout, which has a content placeholder (the one with the icons) on the right. The slide title for this one is at the top on the left, and there's an additional text placeholder below that, for body text.

**Exercise 4: Navigate and Add More Text**

**Slide 2**

Move to slide 2 by clicking its thumbnail on the **Slides** tab. (You can click any slide thumbnail to move to that slide.) Click in the title placeholder of slide 2, and type: Tips for Guys. This is now what your second slide should look like.

**Slide 3**

To move to slide 3, click the slide 3 thumbnail on the **Slides** tab. Change the slide layout of this slide to **Title and Content,**the same layout of slide 2.

Click in the title placeholder of slide 3, and type the title: Dressing Tips for Gals. Your slide should now look like this:

This time, move to the next slide by pressing the PAGE DOWN key.

**Slide 4**

On slide 4, type the title: **Make a Good First Impression**.

You now have the beginnings of a slide show, and a sense of how to move from slide to slide while starting to add text.

**Exercise 5: Use Text Indents and Formatting**

**Slide 2**

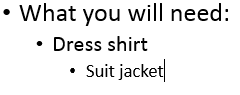
Go to slide 2. On the slide, click the big placeholder below the title, in the text that says **Click to add text**. The default text disappears so that you can type your own text.

For the first bullet, type**What you will need** Press ENTER. A second bullet appears. (Note that the icons you'd use to insert pictures and other things disappeared when you typed.)

Press TAB to indent this bullet to a second text level, called a subpoint. The second bullet is further indented, and the bullet character changes from a large dot to a smaller one. Type Dress Shirt for this subpoint.

Press ENTER again. This puts the pointer at a new line for a second subpoint. Press TAB so that you indent the text to a third level (the bullet is now a little smaller), and then type Suit Jacket.

You now have three levels of text, each with a unique bullet style and a different text size.



But let's say you want this third point to be a top-level bullet, not a third-level subpoint. How do you get it into that top-level text position? Click in front of the words **Suit jacket,** and press SHIFT+TAB. The text moves outward one level. Press SHIFT+TAB again to move it all the way left. We want this bullet to be a second-level subpoint, so use the TAB button one time to make it like up until the words **Dress shirt.**

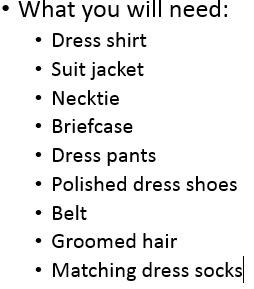
Another way to move a bulleted list item is by using a button on the Ribbon. In the **Paragraph** group, click the **Decrease List Level** button Decrease Indent once to move a bulleted item to the left. To Increase List Level use the **Increase List Level** button Increase Indent, which moves the item to the right.

**Exercise 6: Work with Text AutoFit**

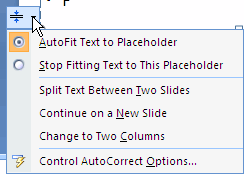
PowerPoint automatically shrinks text to fit it into the placeholder if paragraph length starts to exceed available space. In these steps, see how **AutoFit** works.

**Slide 2**

On slide 2, in your second main bulleted point press the ENTER key to put your cursor on the line below Suit jacket. Type the remaining items shown below, using the second bullet point as used above:



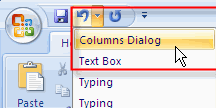
After the text shifts, you'll see a button to the left of the placeholder. This is the **AutoFit Options** button. When you point to it, its ScreenTip appears. Click the button and view its menu. You have several alternatives here if you don't want PowerPoint to reduce the list's font size or line spacing.



You can click **Stop Fitting Text to This Placeholder** to undo the adjustment PowerPoint just made. The list will revert to its original spacing and size. You can also choose to split the list across two slides or into two columns, and keep the original font size and spacing. On the menu, click **Change to two Columns**. If your text items are briefly worded, this might be your solution.

Note, too, that you can turn off AutoFit altogether, so it won't apply to any of your lists. You may wish to do this if you want to keep the font size and line spacing exactly the same on every slide. You can do this and still get the options to help you manage text that spills over.

To do so, let's work with the **AutoFit Options** button again. On the Quick Access Toolbar, in the top left of the window, click the arrow next to **Undo**, and click **Columns Dialog** as the thing to undo. This will take you back to the point where the button was displayed.



The list reverts to a single column, and the **AutoFit Options** button is there, on the left of the list's placeholder. It will stay until you tell it to fit the list into the placeholder.

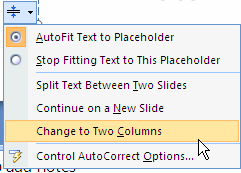
Click the **AutoFit Options** button, and this time choose **Control AutoCorrect Options** at the bottom of the menu.

In the **AutoCorrect** dialog box, look at the section called **AutoFormat as you type**. It shows you all of the automatic formatting that's currently activated (the selected check boxes). To turn off text AutoFit for all body text (as opposed to title text) placeholders, uncheck the check box next to **AutoFit body text to placeholder** by clicking it. Click **OK**.

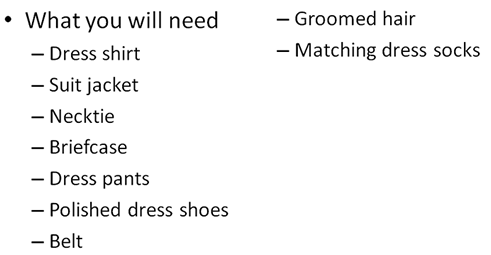
Back on the slide, the **AutoFit Options** button is still there. Display its menu. You still get all those options to split the list into two and so on, but what's gone are the top two, the one to apply text AutoFit and the other to stop text AutoFit. No automatic reduction happens now because you've turned the feature off.

However, anytime text spills outside a placeholder, you'll get the **AutoFit Options** button with the menu options you see now.

On the **AutoFit Options** button menu, click **Change to Two Columns**.



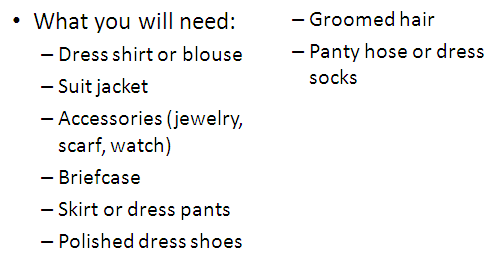
This is how slide 2 should now look.



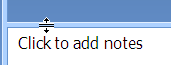
**Tip** You can change options in the **AutoCorrect** dialog box at any time. To open it, click the FILE button (upper-left corner of the PowerPoint window); click **Options** at the bottom of its menu; click **Proofing**, and click **AutoCorrect Options** in the top portion of the window.

**Slide 3**

Go to slide 3 and type the list shown below formatted to two columns (if needed):



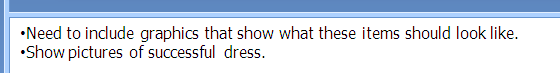
**Exercise 7: Type and View Notes**

You will now type speaker notes. Below the slide pane is the notes pane. Its default text says **Click to add notes**. To make the notes pane bigger so it's easier to see what you're typing, point to the top of the notes pane and look for the pointer to change to a double-headed arrow . This is called the split bar. Drag the split bar upward to make the notes pane a little bigger.

Click on Slide 2. Click in the notes pane and type :Look Like Press ENTER.

On the new line, type **Show Pics**

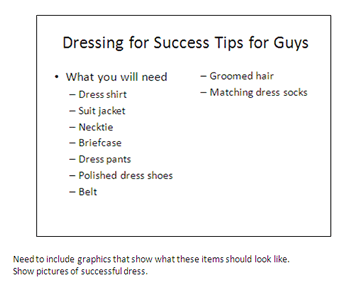
Turn this text into a bulleted list. First, select it. On the **Home** tab, in the **Paragraph** group, click the **Bullets** button Bullet List



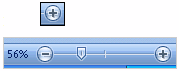
Now see how the notes look in Notes Page view. To open Notes Page view, on the Ribbon, click the **View** tab and then in the **Presentation Views** group, click **Notes Page Notes Page**.

This view gives you an idea of what to expect when you print the notes. Check this view as you work to see all your notes formatting and make sure your text is fitting into the notes page. (You'll get more detail about printing in the lesson "Proof, print, prep for the show.")

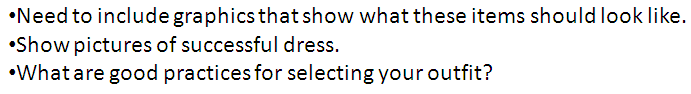
On the notes page, the slide is reproduced at the top and your notes appear in the placeholder below that. You can type text here and apply formatting, too.



On the notes page, click within the notes text you've already typed; the text placeholder's border appears (dashed border in the bottom half of the page). To see your notes text a little better, zoom in on it. Use the **Zoom** slider in the lower right of the PowerPoint window, dragging it toward the **Zoom In** button:



Put the pointer at the end of the second line and press ENTER. Type a third bullet point:Good Practices



To restore the zoom to what it was, click the **Fit slide to current window** button Fit Slide to the right of the **Zoom** slider.

**Important**     The placeholder on the notes page marks how much room you have for the notes. If your text exceeds the placeholder, it will get cut off when you print. In the notes page, you can shorten it until it fits.

To return to Normal view, click the **Normal** button Normal Button, to the left of the **Zoom** slider at the bottom of the page.

Back in Normal view, in the notes pane you'll see the additional text that you typed on the notes page while in Notes Page view.

**Tip**     PowerPoint has a view called Presenter View, which is available when you have dual monitors. It allows you to view your notes on-screen on a separate monitor as you present. See the Quick Reference Card for additional resources that describe this view.

Resave your presentation. Make sure it is saved in your Dropbox folder.